

RAC

Case file 00/c

6 APR 1962

Executive Officer, Office of Operations
OO/C

CIA Records Administration Officer, DDS

Expansion Requirement for the Index File to Contact Sources

1. Attached is Requisition Number 4201-216-62, for additional Flexoline Filing Equipment, costing \$3325. This requisition was forwarded to [redacted] of my Staff for technical approval.

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2. The need for additional filing equipment for the Index to Contact Sources has been reviewed by [redacted]
[redacted] As a result, we believe that these factors should be considered in relation to the future of this file:

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a. The cost of the present type of equipment for expansion is very high.

b. The manner in which the index is used; i.e., the lack of control over access to the file.

c. The working conditions imposed on the people by one filing system over another.

3. I recommend that instead of expanding the present system as reflected on your requisition you consider the following:

a. The Diebold Elevator File, the Hoaler Selectronic File or the Rol-Dex equipment.

b. Converting the flexoline strips to "MIS" cards 2 1/2" x 3".

c. Realignment present work assignments. (I will make suggestions on this later if you desire).

4. Attached are brochures on the three types of equipment mentioned above. Any one of these will provide space for your present file volume and 5 to 7 years expansion. In addition the cost would be about one fourth the investment you have in your present equipment. While any of the three types of equipment will serve your purposes better and more economically than the

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present equipment, Rol-Dex seems to be best suited to your needs. The principal advantage is that it does not limit access to the file as do the other two types. Attached is a comparative outline of the three types of equipment.

5. Please let me know your reaction to these proposals. I will be glad to work with you in the development of the requisition for the equipment you select and assist in any other way you wish.

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Attachments

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[REDACTED] (4 April '62)